



Tony Evers

Office of the Governor | State of Wisconsin

Legislative Affairs Assistant

Governor Tony Evers is seeking a Legislative Affairs Assistant to join his Legislative Affairs Department to assist with the Governor's office interactions and communication with the legislature. The ideal candidate will have experience working in the legislature or experience working with legislators and legislative staff as well as having a comprehensive understanding of the legislative process.

Job Responsibilities

The Legislative Affairs Assistant will report to the Legislative Affairs Director in the Governor's Madison office.

Specific job duties include:

- Monitor bill introduction, committee activity, floor calendars and maintain Governor's office records.
- Handle scheduling for the department and coordinate the Governor's travel with legislative offices.
- Provide support in drafting briefing documents for the Governor on legislation and meetings with legislators.
- Provide support for bill rollouts and bill signings.
- Assist the Director with the confirmation of the Governor's cabinet appointees.
- Manage the Governor's civilian senate-confirmable appointees confirmation process.
- Assist with staffing the Governor's legislative meetings and assist the Director with both internal and external meetings.

Qualifications

Governor Evers is seeking candidates with legislative experience who can adapt to a fast-paced workplace. You should have:

- A demonstrated track record of developing and maintaining strong working relationships with legislators and legislative staff.
- A demonstrated commitment to serving the state of Wisconsin.
- A high level of organizational skills
- Excellent written and verbal communication skills.
- Minimum five years working in a related field.

Compensation

- Salary range \$45,000 to \$55,000 annually, commensurate with experience. Generous benefits package.

The Office of Governor Tony Evers is an equal opportunity employer, and it strives to recruit and retain high quality staff who are committed to increasing the diversity of the organization.

How to Apply

- Send a cover letter and resume to Legislative Affairs Director, Zach Madden at Zach.Madden@Wisconsin.gov. Please convert all materials to pdf and include your name in the title of the documents.